

Commercial Examination Papers

H. DE B. GIBBINS, M.A.

Methuen's Commercial Series



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EDITED BY H. DE B. GIBBINS, M.A.

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PAPERS

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COMMERCIAL EXAMINATION PAPERS

BY

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BRADFORD AND MANCHESTER GRAMMAR SCHOOLS

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P R E F A C E.

THE following papers have been arranged to meet the wants of students who are preparing for the various commercial examinations that are now held by different institutions, and who may wish to practise themselves in the kind of questions usually set. The papers are either taken directly from questions set in recent years, or are based upon such, or, in a few cases, have been suggested by books* used in preparing for commercial examinations. They cover all the knowledge that is usually required of candidates for commercial certificates, especially in explanation of English and foreign business terms, and office work.

* Among such books may be mentioned Smith's *Commercial German* (Macmillan), Longmans' *French and German Correspondence*, and Asher's *Models*.

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COMMERCIAL EXAMINATION PAPERS.

COMMERCIAL GEOGRAPHY.—I.

1. Describe the through routes from London to St Petersburg *or* Constantinople, mentioning the chief towns passed through, and the industries connected with them.
2. Describe the physical features of Austria and Italy, giving small sketch map in explanation of your answer. What effect do these features have upon commerce?
3. Name the chief coal-fields :—
 - (a) Of the British Isles.
 - (b) Of Europe.

Give a small sketch map in each case.

4. Explain the importance of coal-fields in industry.
5. Where are, and what industries are connected with :—

Aachen.	Almaden.	Liège.
Pilsen.	Roubaix.	Chemnitz.
Königshütte.	Oviedo.	Malmo.
Turin.	Anzin.	Trowbridge.
Stettin.	Sala.	Macclesfield.

GEOGRAPHY.—II.

1. Describe Italy with reference to its hydrography, configuration, and products, showing how the great cities and the railways depend on these.
2. Name the chief manufacturing districts of the German Empire. What determines their position? Name the chief towns of each district, with their means of communication with the nearest seaport.
3. Trace the route by which goods would reach Montreal from Glasgow (*a*) in summer, (*b*) in winter.
4. Discuss the variety of climate, productions, and facilities for sea-trade and inland trade between Queensland and Victoria.
5. Why is the Manchester ship-canal desirable? and what will be its probable effects on Liverpool?
6. What are the main difficulties of the Panama Canal scheme? Trace the route of the Nicaragua Canal.

GEOGRAPHY.—III.

1. Name, in order of importance, the five principal seaports of Great Britain.
Also, name the centres of industry for the following articles :—biscuits, carpets, cottons, cutlery, ribbons.
2. Name the chief districts of Europe which produce coal, iron, quicksilver, lead, wheat, and wine.

3. Give the geographical position of, and the industries connected with :—

Baden.	Glamorgan.	Posen.
Catalonia.	King's Co.	Chemnitz.
Finland.	Moravia.	Lille.
Liège.	Westphalia.	Rangūn.

4. Draw a sketch map of Australia showing *only* the boundaries of the colonies and their capitals, R. Lachlan, R. Murray, R. Gilbert, and the chief sheep districts.

5. Draw a sketch map (1) of Central Africa, (2) of Africa South of the R. Zambesi, showing possessions of European powers.

6. Explain the terms : rain-fall, trade-wind, isotherm, cyclone. Also account for the heavy rainfall of N. W. Scotland, and Bengal.

GEOGRAPHY.—IV.

1. Explain the monsoons and their effects upon different parts of India ; and also name the chief products of India according to their climatic areas.

2. In what ways does the water system of Europe help commercial communication ?

3. Describe the progress of a barge from Paris to Cologne, and Cologne to Vienna, naming the chief towns passed through and the river systems used.

4. Name the chief harbours on the coast from Nantes to Stettin, stating how far they are affected by ice in winter.

3. What are the chief timber districts of Europe ? and what timber do they produce ?

6. How far does the R. Danube present difficulties or advantages to traffic upon it?
7. Account for the high manufacturing development of Belgium, and the low development of Spain.

GEOGRAPHY.—V.

1. What should you consider are the chief obstacles to the commercial development of Central Africa?
2. The mean annual isotherm line of 40° passes through Prince Edward's Island, the middle of Newfoundland, the South Coast of Iceland, the Lofoden Islands, Upsala, and St Petersburg: explain the irregularity of its course.
3. Name the chief wheat and rice-growing districts of the *Northern Hemisphere* only; and the vine districts of the Southern Hemisphere.
4. Name the most densely populated portions (1) of Europe, (2) of Asia; and account for their high density.
5. A post-card was sent from London to Hong Kong by the Western route, and the reply came back by a P. and O. mail steamer. Give a brief description of each of these routes; name chief places passed through; and give the shortest possible time in which a reply could reach London.
6. Describe the route of a steamer from New York to Callao, supposing it to call at all the chief ports *en route*; and name the commodities it could probably take up at each port.
7. Where are, and what industries or products are connected with Astrakhan, Bushire, Jeniseisk, Sarawak, Bangkok, Bagdad, Ispahan, Manila, Yokohama, Bhamo?

GEOGRAPHY.—VI.

1. What are the chief sheep- and cattle-rearing districts (a) in the Northern hemisphere, and (b) in the Southern hemisphere? and give reasons why these districts are specially suitable for this purpose.
2. Give the geographical position of, and industries connected with, all the towns named Frankfort, Victoria, Georgetown, or London.
3. Of the commodities chiefly consumed at the breakfast table, how many come from British possessions?
4. Name the chief fishing banks of the Atlantic and North Sea; and the fish caught thereon.
5. Describe a journey by rail from Berlin to Milan, naming the chief towns passed through, and the industries connected with them.
6. Where are, and what is the commercial importance of:—

Callao.	Malines.	Arras.	Esquimault.
Para.	Rotterdam.	Nijni Novgorod.	Baltimore.
Greytown.	Alais.	Geelong.	Cincinnati.
Ludwigshafen.	Namur.	Port Arthur.	Reims
Batavia.	Aarhus.	Archangel.	Tula.

GEOGRAPHY.—VII.

4. Give as nearly as possible the exact position of Fort Salisbury in Mashonaland, state how you could reach it, and the products found in that district.

2. Describe a journey from New York to New Orleans, naming towns passed through, and industries connected with them, and all the rivers crossed.
3. Name the chief coaling stations in the Pacific Ocean.
4. Draw a sketch map of Western Central Africa from Cape Blanco to R. Congo, marking clearly the various European possessions.
5. Whence do we procure caoutchouc, cocoa, mercury, petroleum, indigo, and cocoanuts ; and for what are these products used ?
6. Where are, and what products or industries are connected with :—

Moscow.	Corea.	Antananarivo.	Philippopolis.
Lyons.	Hong-Kong.	Johannesburg.	Larissa.
Lisbon.	Honolulu.	Brandon.	Odessa.
Elba.	Timbuktu.	Patna.	Dannemora.

GEOGRAPHY.—VIII.

1. Describe the route of the new Trans-Siberian railway.
2. Name the Portuguese and French possessions in India.
3. In what way do the physical features (*a*) of Northern India, and (*b*) of the Dekkan help or hinder commercial communications ?
4. What are the chief industries and exports of Cyprus ?
5. "Many circumstances suggest a comparison of Japan with the British Islands." Discuss this.

6. What are the chief products or industries of :—

Corea.	The Dobruja.	Dunedin.
Batavia.	Iquique.	Potosi.
Malta.	The Falkland Islands.	Lowell.
Carrara.	Paraguay.	Pittsburgh.

Give the geographical position in each case.

7. What district does the (British) Royal Niger Company control, and what are its main exports?

GEOGRAPHY.—IX.

1. Compare the relative advantages of steamers and sailing vessels in ocean traffic.

2. Name the chief exports and imports of Equatorial Africa.

3. What are the chief resources of the Argentine Republic, and which of them form its exports?

4. What are the chief lines of British steamers visiting India? What is the average time of the voyage, and how much can it be shortened by going by the "overland" route? Describe this route.

5. Why cannot sailing ships use the Suez Canal with advantage?

6. Name some of the chief "treaty" ports of China and Japan, and give the chief imports into China.

7. To whom does Zanzibar belong? and in what does its chief trade consist?

8. What do you know of :—

Mogador.	Suakim.	Kyoto.	Catania.
Salonica.	Basel.	Galatz.	Kronstadt (in Austria).
Lodz.	Brünn.	Kiakhta.	Amiens.

GEOGRAPHY.—X.

1. What are the chief resources of Palestine? Account for the present condition of the country.
2. The rainfall at Bombay often is 260 inches per annum, while at Poonah, sixty miles east of Bombay, it is only 26 inches. Account for this.
3. Describe a journey from Paris to Vienna, naming chief towns passed through, and giving average time of journey.
4. Where are the following, and what do they produce:—

St Etienne.	Belize.	Natal.	Mt. Bischoff.
Wallaroo.	Charters Towers.	Echuca.	Moville.
Tourcoing.	Gambia.	Ookiep.	Port Darwin.
5. Name the chief towns passed through (with their industries) in travelling from London to Carlisle *either* by the L.N.W.R. *or* the M.R.
6. What is the "standard" time at Dublin, Stornoway, and Belfast, when it is 12 noon at Greenwich?
7. What are the various beasts of burden used by man? In what countries are they found? and where do caravans mostly travel?

GEOGRAPHY.—XI.

1. What is a Karroo? Where is the Great Karroo, and what animals and plants are found there?
2. What do you know of Kimberley, Khorassan, Merv, and Tonquin?

3. Where are salmon, oysters, lobsters, and cod chiefly found?
4. Give a brief account (with a sketch map) of the possessions of the British South African Company?
5. What are the most northerly limits of cotton growing?
6. Describe a railway journey from Leeds to Edinburgh and then on to Wick, naming chief towns passed through, their industries, and the general character of the country *en route*.
7. Draw a sketch map of the Franco-Belgian coal district, inserting the chief manufacturing towns thereon.

GEOGRAPHY.—XII.

1. Give the geographical position of Bergen, Brindisi, Chemnitz, Dantzig, Frankfort, Galatz, Nantes, Patras; and explain the commercial importance of each.
2. Name the chief places in England and Wales where iron and salt are found.
3. Name the chief packet-stations of England for regular Continental communication; and name also the Continental ports with which each is connected.
4. Make a sketch-map of the Spanish peninsula, showing the wine districts, mining districts, and fruit ports.
5. State the course of the main railway routes across N. America.
6. France is said to be naturally the richest country in Europe. On what facts as to climate, products, and geographical position is this opinion based?

7. What are the exports of the West Coast of Africa, New Zealand, and the River Plate?
8. What are maize, tobacco, esparto, flax, petroleum, zinc, amber ; and from what countries are they obtained ?

COMMERCIAL HISTORY.—I.

(BEFORE 1600 A.D.)

1. Describe the first attempts made to open up a trade with Russia.
2. Show by one or two historical examples how our export trade in wool influenced our foreign policy in the 14th and 15th centuries.
3. Name our chief exports and the countries with which we traded at the close of the Middle Ages (1500).
4. What important economic changes took place in the sixteenth century ? and how did they affect English industry ?
5. Why is the reign of Henry VII. important in English commercial history ?
6. Explain the “staple” system, and name the chief staple towns.
7. What immigrations of foreigners took place before 1500 ? and what effect did they have on British industry ?

HISTORY.—II.

1600-1750.

1. Give a short account of the origin of the Bank of England.

2. How did the National Debt originate? Mention at what periods it was specially increased, and explain its working and management.

3. A short historical account of the Land Tax.

4. What do you know of—

- (1.) The Stop of the Exchequer.
- (2.) The Darien Scheme.
- (3.) The Great Mogul Aurungzebe.
- (4.) The Navigation Acts.
- (5.) The New East India Co.'s Charter of 1698.
- (6.) The Methuen Treaty.

Give dates in each case.

5. Give a brief account of the expulsion from and return of the Jews into England.

6. What religious influences may be seen in the commercial history of the Elizabethan period?

HISTORY.—III.

1. Give an account of the Monopolies under Elizabeth and James I., and state how Parliament put them down.

2. How did Charles I. try to raise a revenue without Parliament, and how did the Long Parliament guard against a repetition of this?

3. How far did commercial considerations lead to the War of the Spanish succession? and what colonial and commercial advantages did England gain by the Treaty of Utrecht?
4. Give a history of the South Sea Bubble, and explain Walpole's measures to allay the panic.
5. Describe the general change in the manufacturing industries of England at the close of the 18th century.
6. Sketch the history of the East India Co. down to 1800. How far was its history determined by commercial considerations?
7. What were the points in dispute between England and the Armed Neutralities of 1780 and 1800? Explain the commercial importance of these points.

HISTORY.—IV.

1. Point out the defects in the Poor Law before 1834. How did the New Poor Law attempt to remedy these defects?
2. What were the causes of the great Colonial development of the British Empire in the early part of the 19th century? Why did not European States interfere with that development?
3. Mention the chief stages by which Free Trade was introduced into our commerce, and account for its ready adoption.

4. Describe the Elizabethan regulations for artisans. Under what circumstances was this system finally abandoned?
5. How did the questions (1) of Alehouses, (2) of the East India Co. illustrate the struggle about Monopolies in the 17th century?
6. Describe carefully the causes of the War with Holland in 1652?

HISTORY.—V.

1. Give a brief account of the progress of English navigation and commerce under Elizabeth, stating also the colonial settlements made in America in her reign.
2. What was the nature and importance of the customs revenue under James I.? Give an account of the dispute as to "impositions."
3. Give a brief history of the Dutch wars with England in the 17th century.
4. Explain the financial difficulties of the Ministers of William II. and Mary. How were they met?
5. How far did commercial considerations influence the making of the Union between England and Scotland? Give the terms of that Union, pointing out fully those which affected English and Scotch trade.
6. Explain the commercial relations between England and her American colonies before their Independence, and show how these relations led to the War of Independence.

7. Explain (a) the commercial, and (b) the financial policy of the younger Pitt. How far was he mistaken in his finance?

HISTORY.—VI.

1. What was the “Continental System” of Napoleon I.; and how far did it damage English commerce?
2. What were the terms of the Bank Charter Act of 1844, and what were the objects aimed at thereby?
3. Trace the growth of our Indian possessions from 1800 to 1858. How did the changes in the method of governing India affect our trade with India and China?
4. How did the wars of 1793 to 1815 affect our trade? and what colonial possessions did we gain in this period?
5. What caused the commercial depressions of 1816 and 1825? Name the chief crises of the 19th century.
6. Trace the growth of the Free Trade movement in England, and discuss its effects upon industry and commerce?
7. How far did Huskisson and Peel influence our trade by their various regulations?

HISTORY.—VII.

1. Give an account of the acquisition of the various territories now forming the Canadian Dominion.
2. What influences aided the development of English agriculture in the 17th century?

3. What effects had Lord Dalhousie's Administration of 1848-56 upon the development of India?
4. Name the chief foreign immigrations into England since 1550, and discuss their effects upon industry.
5. What do you know of the Land Bank of William III.'s reign; and how did it affect the Bank of England?
6. Give a brief life of Richard Cobden.
7. What was the cause of the *First Chinese War*, and what commercial arrangements were made at the end thereof?

HISTORY.—VIII.

1. What were the main difficulties in bringing about the Union of England and Scotland, and how were these overcome?
2. How did Napoleon attempt to undermine English commerce? How far was he successful, and what measures did England take in retaliation?
3. Give a short account of the development of the cotton industry in Great Britain.
4. What steps were taken to reform the currency under Charles II.?
5. Why was the export of bullion prohibited in the 17th and 18th centuries? and how did this prohibition affect our Indian trade?
6. When do goldsmiths appear as bankers in English history, and how did they carry on this business?
7. Give a short account of the "Scottish African and Indian Company."

HISTORY.—IX.

1. Name the various improvements in the means of transit that were made between 1800 and 1850, and discuss their effect upon commerce.
2. Describe the Suez Canal, and state what has been its value to England. To whom does it now belong?
3. How far did the enclosures of the 17th and 18th centuries affect agriculture in England?
4. What causes have tended to improve or depress the condition (*a*) of the agricultural labourer, (*b*) of the artisan, in the 19th century?
5. In what manner was our sugar trade adversely affected during the French Revolutionary Wars and since?
6. How has English trade, as a whole, been favoured since 1815?
7. What alterations have taken place (*a*) in the direction and (*b*) in the articles of our trade since 1850?

HISTORY.—X.

1. Compare the Colonial Possessions of France, Spain, and England in 1790 and 1890.
2. Name the chief Factory Acts of the 19th century, and discuss their effects upon industry.
3. How far was Walpole's commercial policy favourable or otherwise to the development of British trade?
4. What were the terms of the Methuen Treaty? and what have been its effects?

5. What is meant by the "Mercantile Theory" of commerce? and at what period was it most generally held?
6. Give a short account of Sir Josiah Child.
7. How far did the discovery of the New World affect English commerce in the 15th and 16th centuries?

HISTORY XI.

1. Give a short life of Sir Francis Drake, pointing out which of his actions had an effect upon our foreign trade.
2. What were the provisions of Lord North's Regulating Act? How long did it remain in force?
3. Give a list of our colonies in Australia and New Zealand, stating in what year they were settled, and what kind of commerce they are engaged in.
4. What caused the "Cotton Famine" of 1862? Give a brief account of it.
5. Discuss the foreign policy of Oliver Cromwell, and its bearing upon the development of British Commerce.
6. What was the "Bate Case" of 1606? Discuss its bearing upon the question of "impositions."
7. Give a short account of the life and works of Arthur Young.

HISTORY.—XII.

Account for the great expansion of English power in the reign of Elizabeth.

2. Point out the importance of the "Seven Years' War" as an epoch in the history of the English in America.
3. When and why did the English population begin to flow out of the country into the towns?
4. What was the theory of the 17th and 18th centuries as to the proper relations between the mother-country and the colonies?
5. Give the dates of the acquisition by England of Malta, St Helena, Dunkirk, Jamaica, Mauritius ; and point out the political or commercial importance of each.
6. Give a very short account of the Darien Scheme, the Navigation Acts, the Peace of Utrecht.
7. Mention the turning-points in the history of Agriculture in England.

BOOK-KEEPING.—I.

1. In J. Smith's account with T. Jones stands the entry : 1890, June 20. *To Goods, £100* on the Dr. side. What does this mean?

If it was *By Goods Cr.*, what would it mean?

2. How do you find the Net profit on a year's transactions? and how do you find the value of a man's Capital? What is Capital?

3. How do you "prove your Books"?

4. Smith's account with T. Jones is £95, 10s. on Jan. 1, 1892. In June, Smith is made bankrupt, and on June 20th agrees to pay a composition of 5s. in the £1. Show how all this would be recorded in a Ledger.

5. Journalise, post in Ledger, and prove :—

Oct. 1, 1891. (T. Mowbray). Maxwell owes him £20. Murray £39, 10s. He owes £15 to Manton, and £16 to Johnson. Has cash = £106, 10s. in hand; £211 in Bank, and Goods in Stock = £180.

Oct. 2. Sells Maxwell goods, £30.

Oct. 3. Buys goods of Johnson, £17.

Oct. 12. Maxwell settles less 5% disct.

Oct. 17. Mowbray pays all his debts less 5%.

Oct. 18. Cash sales, £50.

Oct. 31. Value of stock, £120.

BOOK-KEEPING.—II.

1. Make ledger entries for following transaction : On June 1st, 1885, T. Smith owed T. Jones £100. Smith was declared bankrupt on July 11th, and only paid 3s. 6d. in

the pound. Jones wrote off remainder as a bad debt ; but on Jan. 1st, 1890, Smith unexpectedly paid all his creditors in full.

2. Journalise and post in ledger : Oct. 2nd. T. Mowbray sold goods to T. Marshall, £152, and drew on him at 3 months for that amount on Oct. 30th, and discountd Marshall's a/ce on November 10th, losing 3% discount.

3. How would you enter a dishonoured bill in ledger? and also, a bill for £100 of which £80 was paid at maturity, and £20 renewed at 2 months?

4. Post in ledger : A. Jackson consigns goods to E. Francis, in Jamaica, valued at £750, 6s. 8d., and pays charges, £11, 8s. 6d. The account sales of the agent show that the goods realised £800, 11s. 6d., and that he expended in Jamaica £29, 3s. 4d. for various charges. The agent charges 10% on gross profit. Does Jackson gain or lose? If so, how much?

BOOK-KEEPING.—III.

1. Enter in Ledger and prove following transactions of Messrs Samson & Gideon. (N.B.—(1) separate accounts for each partner, (2) Samson takes $\frac{2}{3}$ profit.)

1890. Jan. 1. Cash in hand, £156, 10s. ; stock in hand, = £4275 ; premises valued at £1200 ; Lambert owes them £295 ; they owe Lingard £750. Samson's capital = £3000, and Gideon's, £2176, 10s.

- Jan. 2. Sold wine to L. Dudley, £820.
- „ 3. Bought wine of T. Davis, £1400.
- „ 7. Cash sales, £362, 7s. 6d.
- „ 8. Lambert pays £150.

Jan. 10. Cash purchases, £164.
 „ 11. Samson drew £30.
 „ 15. Trade expenses, £75, 5s.
 „ 16. Paid Davis on account, £400.
 „ 17. Gideon took for private use wine = £66, 2s.
 „ 18. Dudley pays (discount 5%).
 „ 19. Samson drew £50.
 „ 20. Loss on consignment of sherry, £40.
 „ 20. Charge H. Blanco for services as agents, £25.
 „ 31. Wine in stock valued at £4890.

2. Journalise and post in ledger:—June 18th, 1891. Lambert drew on Samson at 3 months for £1000. Samson accepted. Samson cashed the bill at $3\frac{1}{2}\%$ discount. Show all this, both in Lambert's and Samson's books.

3. Rule your paper for a cash book with three columns, viz.—for discounts, cash at office, and cash at bank; and then enter:

July 2. Sold 10 bales cloth for £70 over the counter.
 „ 3. Paid into bank £600 out of office cash.
 „ 3. Paid clerk's salary from office cash, £20.
 „ 4. Discounted at bank bill for £500, proceeds being placed to his credit at bank. Discount, £5.

BOOK-KEEPING.—IV.

1. Explain what is meant by a "joint venture." Journalise and put in ledger following transactions:—Jan. 1—Bought Goods for Cash on Joint Venture with T. Bates: £560; paid charges and expenses thereon, £20; Jan. 3—Received from T. B. his promissory note for his share of goods and costs, £290; Jan. 15—Sold goods for

£680, my commission being £20. Close account: how much do I owe Bates?

2. How and where in your books would you make provision for £120 building repairs to premises on lease, to be repaired every third year?

3. What is "good-will"? Can it be reckoned as an asset?

4. How would you value machinery, plant, office furniture, &c., at end of each year? Show by an example, taking machinery, Jan. 1, 1890, as = £2000, plant, £2000; office furniture, £300.

5. On May 20, Johnson overdraw his account at Bank, repaid the overdraw a month later, and was charged £5 interest. Enter the part affecting interest in his books.

BOOK-KEEPING.—V.

1. Explain the use of cheques, promissory notes, and bills of exchange.

2. Make Journal entries for following:—Assets: Cash in hand, £100; at bank, £250, 3s. 6d.; goods in stock, £150; owing from Aston, £46, 10s. Liabilities: Turner, £22, 6s. 8d.; Stimson, £18, 6s. 8d. July 1—Cash sales, £20, 6s. 6d.; bought goods of Stimson, £48, 12s. July 2—Paid Turner £22, he giving balance as discount; July 4—Paid Stimson by cheque, £26, 18s. 8d.; July 4—Aston pays his account, less 30s. discount; July 5—Sold goods to Dunstan for £18, 18s. July 6—Trade expenses—Rent, £5; sundry, 4s. 11d.; July 8—Dunstan pays £10 on account; July 9—Sold goods to Frampton, £68, 10s.

3. Post all above entries into the ledger ; and *prove* the books.

4. What is meant by a "Trial balance" ? and what is the use of it ?

5. B. through his banker pays £100 to A. for C. by request of D. Give the journal entries for all parties concerned.

BOOK-KEEPING.—VI.

1. A merchant in Bombay buys 1000 tons of sugar on Jan. 1, 1891, at 250 rupees per ton for cash. He ships to England, freight and insurance costing him 20 rupees per ton. In England, his agent, J. Davis, sells the sugar at 2½d. per lb., and charges £50 commission and expenses. Enter this in a journal so far.

2. Continuing the above : The money realised in London by sale of sugar, converted into rupees, at 14 rupees to the £1, reaches the Bombay merchant six months after the original purchase. The merchant paid interest at the rate of 15% per annum on capital which he borrowed for this transaction.

Post all entries, both of questions 1 and 2, into a ledger, and state clearly the gain or loss.

3. Explain the various uses of the day-book, invoice-book, warehouse-book, and bill-book ; and their connection with the ledger.

4. What is the principle of "Double" as distinguished from "Single" entry ? Give an example.

BOOK-KEEPING.—VII.

1. Make out the capital accounts of each of the partners James Hanson and Robert Bowling, from following data: Jan. 1—Both started business with £2000 each; Jan. 30—Hanson drew out £30, and Bowling £25 for household expenses. Feb. 7—Hanson drew £30; Feb. 10—Bowling drew £15. March 20—Hanson drew £35, and Bowling £40. Balance up at end of March, giving each partner £25 interest, and half the net profit. (The net profit = £696, 15s.)

2. Make out Tea account from following:—I received from W. Dawson, Hong-Kong, Jan. 6—34 chests of tea invoiced at £300. Jan. 7—Paid duty, freight, &c., £277, 19s. 10d.; Jan. 8—Sold 7 chests to Davis for £107, 16s. 6d.; Jan. 10—Sold 10 to Smith for £136, 19s. 2d.; Jan. 12—Sold 8 chests to Davis for £84, 11s. 3d.; Jan. 30—Sold 9 chests to Duncan for £133, 7s. My commission, £23, 2s. 8d.; petty expenses, £3, 9s. 6d. Show clearly how much I ought to remit to Dawson.

3. What is the purpose of the "Stock Book"? How should you value your goods when "taking stock"? and what would you do if (say) 60 pieces of cloth had been so damaged by damp that you could only sell them at 40% of their cost price?

4. To what account would you carry depreciation of the furniture of a shop? Show ledger entries of the following: Jan. 1—Bought new counter and fittings, £57, 10s.; paid for cupboards and shelves, £50. Dec. 31—Reckoned depreciation at 5%.

BOOK-KEEPING.—VIII.

1. Journalise following :—

May 1, 1892—Bought goods of Little & Co., £2000, and gave them my acceptance at one month.

May 2—Sold goods to Lamb, £195, and drew on them for that amount at two months.

May 4—Discounted Lamb's bill, £190.

May 5—Paid clerk £5 for month's salary.

„ Do. office-boy 7s. 6d. for week's wages.

„ Bought office stationery, £2, 10s. 6d.

2. Open books from following :—Books of John Roberts.

—Nov. 1, 1890: Roberts owes Simson £20, 2s. 6d.; Eccles owes Roberts £50, 8s.; Thomson owes Roberts £70. Roberts has £100 cash in hand, £1500 at the Bank, and three a/ces (Nos. 12, 13, and 14) amounting in all to £320: he has also given two bills for £100 and £200 respectively, which will fall due on Nov. 4th and Nov. 10th. Stock of wine in hand = £550.

3. Journalise (continuing above): Roberts sold Eccles £20 worth of goods on Nov. 5th, and Eccles paid up all his account. Roberts sold Thomson £400 worth of wine on Nov. 10th and received £500 on a/c. Roberts cashes the three acceptances on Nov. 11th for £300, and pays Simson.

4. Post in Ledger all the above in Questions 2 and 3, and close books, taking value of wine unsold as £300.

5. Has Roberts gained or lost? and how much?

BOOK-KEEPING.—IX.

Balance Sheet of Joseph King on 31st December 1891 :

Assets—Cash at Bank,	£	376	14	10
Do. Office,	.	15	7	5
Stock of goods,	.	1300	0	0
Bills receivable,	.	242	2	4
E. Newton,	.	96	16	9
Liabilities—Browning & Co.,	.	117	1	7
Bills payable,	.	385	0	0
Capital,	.	1528	19	9

Transactions.

1892, Jan. 1. Bought goods of Browning & Co.,	.	.	.	£87	7	8
„ 3. My a/ce, No. 16, paid by Bank,	.	.	.	123	1	7
„ 4. Sold goods to Newton,	.	.	.	93	12	4
„ 6. Martin's a/ce, No. 21, collected by Bank,	.	.	.	142	2	4
„ 9. Paid Browning & Co. by cheque,	100	0	0			
„ 11. Paid sundry charges on goods,	3	3	9			
„ 11. Sold goods to Newton,	.	.	.	117	7	1
„ 14. Received from Newton his bill at 1 mos. date,	.	.	.	120	0	0
„ 16. Paid office stationery by cheque,	22	12	4			
„ 17. Bought goods of Browning,	109	14	6			
„ 19. My acceptance No. 17 paid by Bank,	96	6	9			
„ 20. Paid to Newton for Browning,	50	0	0			
„ 22. Recd. from Newton, cheque,	70	0	0			
„ 25. Acceptance No. 22 collected by Bank,	100	0	0			

1. Open the books from above, and enter all Cash and Bank transactions in Cash Book with two columns.
2. Journalise all the transactions *only*.
3. Post from Journal into Ledger.
4. Close books and prove them.

BOOK-KEEPING.—X.

1. Jessop & Jackson enter partnership on April 1st, 1890—Jessop with £1000 capital, and Jackson with £3000. On December 31st the business shows a net profit of £600. During the year Jessop has drawn £200 for himself, and Jackson £400. Divide the net profit between each partner in due proportion and make out the capital account for each.

2. Continue from above: with the capital shown in your answer to 1, proceed with the books and journalise the following transactions:—

Jan. 1, 1891. Cash Sales, £20.

„ „ Stock bought from Mowbray, £200.
 „ 4, „ Sold to Neville, goods, £300.
 „ 6, „ Paid Mowbray, and received £10 discount.
 „ 10, „ Jessop drew £5 for himself.
 „ 12, „ Sold to Tuke goods, £30.
 „ 30, „ Jackson drew £40.
 „ 31, „ Write off £10 of Tuke's account as bad debt. Remainder paid up.
 „ 31, „ Value of stock in hand, £25.

3. Make Ledger entries for the above, including capital account for each partner.

4. Close the books; state what profit or loss has been made, and *prove* your statement.

BOOK-KEEPING.—XI.

1. Alfred Gregson, of London, buys of Higgins of Leeds, on Jan. 6th, 1892, cloth worth £200, 19s. 9d., and pays by cheque, on January 30th, £63, 16s. 10d. on a/c. He buys more cloth on Feb. 11th, worth £265, 12s. 6d. ; and pays again on Feb. 20th, £200 cash.

Make out Gregson's account in *Higgins'* books, and state how much he owes H.

2. Journalise above in Gregson's own books.

3. T. Marshall starts business with £500, which he places in the Union Bank. Journalise his transactions : August 2, 1890—Buys £100 of groceries from Armitage. Aug. 3—Buys £200 of hams and pork from Lipton. Aug. 4—Cash sales : groceries, £30, hams, £20. Aug. 5—Sold to Page £100 of groceries. Aug. 6—Sold to Parker £170 worth of hams. Aug. 20—Pays shop boy £1 wages ; Rent, £10 ; takes for himself £20, household expenses ; Aug. 30—Value of groceries, £10 ; of hams, £50.

4. Make out a Ledger, with separate accounts for ham and groceries.

5. Close and balance the books ; and state profit (1) on whole business, (2) on ham, (3) on groceries.

BOOK-KEEPING.—XII.

1. My balance-sheet on Dec. 31, 1890, shows no liabilities, and £200 worth of cloth on hand, £100 in my cash-box, and £1000 at Bank. I buy £200 cloth from Hudson on Jan. 1, and give him my cheque on Jan. 5 for £195. On Jan. 3 I sell Muggins £150 cloth, and he gives me his a/ce, at 3 months, on Jan. 8. On Jan. 9

Muggins buys £50 more cloth and pays cash. On Jan. 10 I buy for cash £250 cloth. On Jan. 12 I sell Muggins £50 worth, and he gives me a cheque, dated Jan 14, which is duly paid. On Jan. 31 my stock of cloth is valued at £350.

Journalise above.

2. Make out accounts for Cloth, Bank, Muggins, and Cash, and balance them.
3. Make out a Profit and Loss account, and state clearly how much is lost or gained.
4. Suppose you have £2000 worth of debts receivable, and wish to make provision for bad debts to amount of 15 per cent., show how you could enter this (1) in the balance-sheet, (2) in the Profit and Loss account.
5. Suppose *after* doing as in "4" you find your total bad debts are £350, how would you enter them in the Profit Loss account?

BUSINESS WORK.—I.

1. Explain what is meant by: consols, sinking fund, short bills, mint par of exchange, backwardation, dividend.
2. Powell & Williams advertise for a junior clerk, with knowledge of shorthand. Write a letter applying for the situation.
3. Explain :—*f.o.b.*, *f.p.a.*, *E.* and *O.E.*, *cum.* *div.*, *m/d.*
4. Write on Oct. 10, 1889, from the Union Bank of London to E. Kipling, Fleet Street, calling his attention to an overdraft on current a/c of £130.
5. Reply from Kipling (11th Oct.) saying that he has a bill for £300 falling due on the 13th, and offering as security 1000 shares, of \$50 each of the Pennsylvania Ry., U.S.A.
6. Write from Bank accepting the security, promising payment of bill, but requesting an early settlement of the overdraft.

BUSINESS WORK.—II.

1. Telegraph from Edwards & Co., using subjoined code, to Messrs Powell & Co., New Orleans, saying that they have executed Powell's last order, and have shipped per steamer *Teutonic* 400 bales of striped fabrics.

Code :—*Available* = we have executed your order ;
action = we have shipped per steamer ; *fortune* = 400 bales, *stripes* = striped fabrics.

2. Write from E. & Co. confirming above telegram, and advising draft of £2500 against shipment. The draft is @ 60 d/s, in favour of the Bank of Mobile.
3. Write a circular letter from Nelson & Noakes, London, to their correspondents, informing them that (1) J. Nelson, senior partner, retires, leaving capital in the firm ; (2) his son, E. Nelson, is admitted as partner ; (3) they will open a branch house in Paris, of which Mr Noakes will take charge ; (4) they are about to develop their exchange business, and will accept drafts against shipping documents, or on open credit, on terms to be arranged.
4. What action would you take if a bill given you was dishonoured ?

BUSINESS WORK.—III.

1. Explain : *a/s*, *B/E*, *Ex. cp.*, *f.a.a.*, *f.a.s.*, *N.S.*, *R.D.*
2. What are the principal documents used in commercial sales ?
3. What are (generally) the chief expenses on the purchase, sale, import, export, and conveyance of merchandise ?
4. Distinguish carefully between customs and excise.
5. Write from Le Roux & Co., Havre, to F. Pearson, London, about approaching sales of wool in London. (1) Refer to circular sent by Pearson ; (2) say Le Roux require 100 bales ; (3) which must be washed, not greasy ; (4) price not to exceed 1s. 6d. per lb.

6. Answer from Pearson that (1) he could only buy 80 bales; (2) price was 1s. 4 $\frac{3}{4}$ d.; could have got more, but only greasy; (4) shall he buy the greasy? (5) he encloses invoice.

BUSINESS WORK.—IV.

1. Write a letter from F. Johnson, London, to Heinrich Heinemann, Hamburg (1) enclosing current account up to end of June; (2) showing balance in favour of F. J. to the extent of £151, 8s. 4d.; (3) asking if it agrees with H. H.'s books.
2. Answer from Heinemann, that (1) the account is too much by £10; (2) must be an error somewhere; (3) ask for rectification.
3. What is the work of a "clearing house" in banking? Describe the London clearing house.
4. Of what departments is the office of a bank usually composed?
5. Explain the operation of discounting bills.
6. What is a letter of credit, bottomry loans, charter-party, acceptance, general and particular average?
7. Name the requisite facts which a bill of exchange must show on its face.

BUSINESS WORK.—V.

1. Explain :—

- (a) There was a demand for futures, November shipments being in especial request.
- (b) Money is easier, and can be had on short time $\frac{1}{2}$ below bank rate.
- (c) By the terms of the Charter-party there is no claim for demurrage under the circumstances.
- (d) We have negotiated a loan against the shipping documents.

2. Explain how Bills of Exchange arise in ordinary commercial transactions. What is meant by "days of grace"?

3. Write a letter sending a remittance of £32 per cheque to Morris & Co., Belfast

4. Acknowledge same from Morris & Co.

5. Write from J. Peters, London, to R. Suchoffsky, St Petersburg, inquiring into condition of the Russian hemp market, and saying he will be glad to give some orders if prices are moderate.

6. Answer from Suchoffsky that the hemp harvest has been good; prices moderate: he will be glad to execute orders.

BUSINESS WORK.—VI.

1. What is meant by a system of reciprocity? and the balance of trade?
2. Explain the words: to debit—invoice—day-book—tare—“bulls and bears”—cheque.
3. In what countries are the following coins used? Give their approximate value in English money: kreutzer, krone, franc, lira, rouble, rupee, dollar, gulden.
4. A shareholder in a tramway company writes to the Secretary of the Co., inquiring why the last half-yearly dividend was 3 per cent. lower than the previous half-year. Write a letter on this.
5. Write from the Secretary in answer, saying the causes of the lower dividend are (1) bad weather in Oct. and Nov.; (2) bad harvest of summer, resulting in higher price of fodder; (3) opening of new line from A. to B. Add (4) full particulars in report enclosed.
6. What is meant by a sleeping partner?

BUSINESS WORK.—VII.

1. Give a definition of: a bill of lading (how many copies are made out, and for whom?)—a bill of sale—bonus—brokerage—days of grace—clearing (a vessel)—drawback.
2. Supposing you were opening a trade with an undeveloped part of Central Africa, what goods would you send there?
3. How far is a knowledge of Commercial Geography useful to a man of business?

4. What do you know of "Lloyd's"?
5. A Brazilian merchant sends 50 hogsheads of coffee to an agent in London to be sold on commission. Write an imaginary letter from him to his agent, and date it from some well-known Brazilian port.
6. Answer to "5" from the agent, stating he has sold coffee at high price, and enclosing account sales.

BUSINESS WORK.—VIII.

1. What is meant by : del credere—demurrage—price current—ship's manifest—salvage—supercargo?
2. Where are the following measures used, and what are their (approximate) equivalents in English measures : metre, litre, kilometre, hectolitre?
3. (a.) Messrs B. and F. have ordered from Messrs G. and H. 50 sacks of Rangoon rice, which has arrived in such bad condition that they are unable to use it. They declare they must have 10 per cent. reduction on the original price or will return it to G. and H.
(b.) Messrs G. and H. say that it is not their fault, as the rice was in good condition when sent off. Any ordinary loss covered by insurance as arranged. They are not responsible. Nevertheless, offer 5 per cent. reduction.
(c.) Answer from B. and F. maintaining that the rice is not only in bad condition but of inferior quality, and insisting on 10 per cent. reduction.

Write three letters on the above lines, inserting names and dates yourself.

BUSINESS WORK.—IX.

1. What is "docketing" a letter? and what should a "docket" show?
2. Explain: net proceeds—rebate—course of exchange,—dock warrant—indorsement of bill—general average—crossed cheque.
3. Distinguish between a current account and a deposit account at a bank; and between exchange, rate of exchange, and par of exchange.
4. What would be the postage on (1) a letter weighing 2 oz. from London to Paris, (2) from London to Madras; (3) on a book packet of 6 oz. from London to New York?

5. Messrs Keith & Co., Glasgow, send a consignment of cotton goods per steamer *Willie* to James Alison, Madras, valued at £2000, and request him to remit proceeds by a draft on the Bank of Scotland.

Write a letter on this.

6. Answer from Alison, doing as he was requested.
(N.B.—The goods fetch £3000, and his commission is 10%.)

BUSINESS WORK.—X.

1. How may the Marine Insurance of goods be effected? and what is a "floating policy"?
2. What is a "documentary bill," and a "letter of hypothecation"? and distinguish between a "long" and a "short" bill.

3. Why should all letters of a business nature be copied? Name the quickest and easiest means of copying and preserving copies of letters.
4. Explain *per pro.* fully, stating what persons are authorised to use this term, and when.
5. What is a *précis*, and what is required in one?
6. Write to the Manager of Smith's Bank, London, sending the sum of £200 for your current account.
7. Give the Manager's reply.
8. Telegraph to Jackson & Sons, New Orleans, for 800 bales of cotton for immediate delivery in Baltimore, and then write confirming your telegram, and giving directions as to insurance and shipment to Liverpool.

FRENCH.—I.

1. Translate :—

- (1.) We shall buy in view of a rise in price shortly.
- (2.) The issue of shares will take place on the 20th inst.
- (3.) Please send these goods in bulk.
- (4.) We only give 2% discount.
- (5.) Please act in our best interests.
- (6.) Hoping to hear from you.
- (7.) You acknowledge receipt of our letter of the 14th ult.
- (8.) He has shares in the Bank of France.

2. Translate into English :—La cote de la Bourse indique le cours du change, c'est-à-dire le prix que vaut, à un jour donné, une lettre de change de telle ville sur telle autre, en prenant pour base une valeur nominale et sous-entendue qu'on appelle 'le certain.' Dans le change intérieur de France le certain est 100 ; si la lettre de change se paye 100 aujourd'hui, le cours est au pair ; si elle se paye 105, il est au-dessus du pair ; si elle se paye 95, il est au-dessous.

3. Explain : La créance de Pierre est aussi soldée.

FRENCH.—II.

1. Translate and explain :—

- (1.) La traite a été protestée faute d'avis.
- (2.) Vous pouvez faire traite sur moi à vue pour le total de v/ facture.
- (3.) La banque a refusé d' escompter cet effet parce qu'on ne peut le considérer comme papier de banque.

- (4.) Les actions ne sont pas encore entièrement libérées.
- (5.) Droits d'entrée et de sortie.
- (6.) Réfaction pour avaries.

2. Translate following extract from F. Armand, of Marseilles, to C. Denis of Lyons :—“ Les soies Bengale, Chine et Japon sont délaissées malgré les concessions offertes par les vendeurs; mais bien que la demande pour les soies de Perse ait baissé un peu, les prix n'ont pas fléchi. Il se présente une occasion exceptionnelle en fait d'achat de bourres de Chine. Si donc à cet égard vous jugiez à propos de nous passer q. q. ordres, nous serions en mesure de les exécuter; mais il conviendrait de ne pas temporiser, à cause des compétitions qui peuvent à chaque instant se produire.”

3. Answer from Denis thanking for information, ordering 6 bales of Chinese raw silk, and asking exact prices of Persian.

FRENCH.—III.

1. Translate and explain :—report, faire l'inventaire; libérer une action, transbordement, Sucre en pains, Société anonyme, Acte de société, machine, main d'œuvre, actif, expédier.

2. Translate :—Le nouvel emprunt russe, d'une importance nominale de 500 millions, est constitué en 3 p. 100; il est représenté par des obligations de 500 fr. productives d'un intérêt annual de 15 francs et dont le taux d'émission est fixé à 398·75. C'est du 4 p. 100 net, si l'on tient compte de la bonification accordée aux libérations anticipées.

pées et du point de départ de la jouissance. L'obligation émise à 398·75 étant remboursable à 500 francs le souscripteur échappera à tout danger de conversion.

3. (a) Translate:—A M.M. Brown Fres., à Londres. Nous avons l'honneur de vous donner, ci-dessous, le bordereau de v/ remise du 14 écoulé dont vous serez crédités, sauf bonne fin, par £95, 10s. 11d. (au change de 25.22.)

Voici par contre, à votre ordre, à v/ débit, £95, 10s. 11d., vue Londres. Veuillez agréez, &c., &c., M. Lenorme.

(b) Answer from Messrs Brown, pointing out that a mistake has been made in calculating the exchange. It ought to be £95, 15s. 11d. Ask for prompt rectification.

FRENCH.—IV.

1. Translate and explain:—Un bordereau, les écritures, le grand-livre, un rabais, vente au rabais, un rachat, un délai, un atermoiement, un acte de protester, une vente à l'enchère, la caisse d'amortissement, amortissable, l'obligation.

2. Translate, with notes:—“C'est samedi soir qu'a expiré le délai accordé aux actionnaires du Comptoir National d'Escompte et de la Banque d'Escompte pour souscrire aux actions de la nouvelle compagnie nationale des Chemins de fer à voie étroite. Ceux-ci ont profité avec un tel empressement du droit qui leur était accordé par ces deux sociétés d'obtenir les actions au pair, que des

gens qui ne sont actionnaires ni du Comptoir ni de la Banque, ont voulu s'assurer des titres, même en payant une prime."

3. Translate :—“ We have duly received your favour of the 2nd inst., asking us to undertake proceedings for the payment of a bill of 1172.50 francs, drawn on Mr Zimon. We beg to point out that this bill has not been accepted by the drawee, and that, consequently, it does not give a sufficient claim for collection. Please send further instructions, and we will then hasten to carry out your wishes.”

FRENCH.—V.

1. Translate into French :—

- (1) He has an account with me.
- (2) On joint account.

And, into English :—

- (3) Je suis prêt à accepter les conditions que vous proposez, à savoir ; 1° Ne prendre de commission d'aucun côté ; 2° Chacun garantissant les traites qu'il prend ; 3° les ports de lettres à la charge de chacun ; 4° comme aussi les droits de timbre et de courtage, suivant l'usage de chaque place ; 5° L'intérêt devant être calculé sur chaque compte-courant à raison de 5 % l'an.

2. Translate :—“ We beg to acknowledge receipt of your favour of the 30th ult., offering us American wool (both greasy and washed), and also Spanish wool, which you say you can let us have on advantageous terms. Your samples of American wool suit us well enough,

but we think the prices too high in the present state of our market. If, however, you could let us have a reduction of ten per cent. on the sorts enumerated below, we should be glad to take the following quantities."

3. Answer: that a 10 % reduction is impossible, but that, in view of depression of market, a 5 % reduction will be allowed; further orders solicited.

FRENCH.—VI.

1. Translate and explain:—agio, appoint, avarie, un besoin, billet à domicile, bordereau de caisse, le poids brut, cabotage, commanditaire, société en commandite, société en nom collectif, l'association à responsabilité limitée, la seule de change, la première de change, la seconde de change.

2. Translate:—A MM. Savory. Nous avons reçu les 20 balles de café dont vous avisiez l'expédition par v/ lettre du 4ct.; mais après avoir examiné ces denrées, nous en trouvons la qualité si mauvaise, que nous ne pourrions en faire usage. Ce n'est qu'à regret que nous les prenons; si nous n'étions pas en relations depuis plusieurs années, nous les eussions laissées à votre disposition. Vous nous rendriez donc un grand service si vous pouviez en disposer autrement; cependant si cela ne peut se faire, nous les prendrons, mais seulement à condition que vous nous accordiez un rabais de 10 %.

Dans l'attente de v/ réponse, nous vous prions d'agréer,
&c., J. et B. WILTON.

3. Answer from MM. Savory that they are surprised at complaints made, as the quality of coffee is very good, considering the price. Cannot make 10 %, but will make

5 % reduction. Hope this will be a satisfactory solution to the affair.

4. Translate: "Je m'engage par la présente de retourner ladite lettre de change, ou sa valeur, en recevant l'avis que la traite ci-dessus mentionnée a été dûment soldée avec recharge et les autres frais."

FRENCH.—VII.

1. Translate:—Honfleur, le 3 Mai, 1874. à M. A. Dampierre à Rouen—Occupé dans ce moment de mon inventaire, je vous envoie ci-joint un extrait de v/ compte-courant chez moi, arrêté au 30 avril et soldant par frs. 617.50 en ma faveur. Je vous serai très obligé de vouloir bien l'examiner au plus tôt et m'informer si nous marchons d'accord. En attendant, monsieur, agréez, &c. J. DENIS.

2. Answer to above:—"I have received yours of the 2nd instant containing the copy of my current account with you, up to the 30th April, and I have hastened to verify it in accordance with your wishes. With the exception of two points, our accounts agree; so please rectify the two omissions here pointed out in the memorandum herewith enclosed, and carry forward to new account the balance in your favour, which I will cover without delay. A. DAMPIERRE."

Add the date, beginning and ending, as usual.

3. Translate:—*Cotons* — Notre marché a été assez régulier pendant le mois de septbre, avec une très légère tendance à la baisse; tout le stock est sur le marché, et malgré cela les Surates sont moins dépréciés qu'ils ne l'ont été précédemment. Les fluctuations depuis bien des mois

ont été insignifiantes, tant pour le disponible que pour le livrer.

4. Explain :—délégation, consignation, contrat à la grosse, détailler, donneur d'aval, espèces en caisse ; passif, promesse d'action, provision, retraite.

FRENCH.—VIII.

1. Explain :—Cabotage, cale, effets sur Londres, nolisage et chapeau, vins bourgeois et vins paysans.

2. Translate :—La récolte de betterave sous l'influence des dernières pluies s'annonce mieux et paraît vouloir reprendre la végétation luxuriante qu'étaient venues suspendre de trop grandes sécheresses ; à moins que les droits sur les mélasses exotiques ne soient votés par les Chambres, on est autorisé à ne pas voir les cours en voie de hausse.

3. Write a short letter to Messrs Antoine & Co., of Rouen, introducing a Mr Robinson, who is trying to extend his business with firms in the wool trade.

4. Translate :—“ Par le *Duc de Nantes* nous expédions à v/ consignation 50 sacs de laine d'Australie pour notre compte, sur lesquels n/ v/ prions d'effectuer l'assurance du montant de 50,000 fr. Quand le chargement sera complété, n/ v/ enverrons le connaissment et la facture, ainsi que la spécification de la valeur de chaque sac pour l'endossement de la police.”

What is laine en suint, and laine en toison ?

FRENCH.—IX.

1. Translate:—Tout commerçant est tenu d'avoir un livre-journal qui présente, jour par jour, ses dettes actives et passives, les opérations de son commerce, ses négociations, acceptations ou endossements d'effets, et généralement tout ce qu'il reçoit et paye, à quelque titre que ce soit; et qui énonce, mois par mois, les sommes employées à la dépense de sa maison; le tout indépendamment des autres livres usités dans le commerce, mais qui ne sont pas indispensables—Il est tenu de mettre en laisse les lettres missives qu'il reçoit et de copier sur un registre celles qu'il envoie.

2. Translate:—

- (1.) We beg to inform you that we have succeeded in insuring the cargo at a moderate premium.
- (2.) Buy at once for me 20 bales of cotton, to be delivered in May.
- (3.) I will send my clerk to show you some patterns.
- (4.) The balance is 22·50 frs., for which we shall reimburse ourselves by drawing on you at 30 d/s.
- (5.) It is a fraudulent bankruptcy.

3. Translate:—“À 60 jours de date veuillez payer par cette seconde de change (*la première ne l'étant*) à Monsieur Loquet ou à son ordre la somme de six cent francs, valeur en compte, et que vous *passerez* suivant avis de Charpentier et fils.” Explain the words in italics.

4. Explain:—Billet à domicile, reconnaissance, au taux de, protesté faute de payement.

FRENCH.—X.

1. Translate:—Compte de retour à une traite de frs. 2000 tirée par N. Aucassin de Charleroi, le 2. juin, 1890 sur E. Nord de Paris, échue le 5 juillet, à l'ordre de A. Forêt, protestée faute de paiement:—

Principal de la lettre de charge ci-jointe	frs. 2000.
30 jours d'intérêts à $\frac{1}{2}\%$ par mois	10.
Protêt, timbres, et enregistrement	6.65
Timbres de la retraite et du présent compte	3.50
Courtage et certificat de l'agent de change	4.50
Ports de lettres et timbres-poste	1.50
Commission de banque $\frac{1}{2}\%$	10.00
	—
	frs. 2036.20
Perte à la négociation de la retraite, $\frac{1}{2}\%$	10.20
	—
	frs. 2046.40

2. Translate:—

M. Jean Hardi à Nantes. Doit
 à E. Delamer à Lille, pour expédition—pour son compte, et à ses risques—d'une balle marquée et numérotée comme en marge, contenant des mousselins, par l'entremise de M. Charles Rouder, commissionnaire à Anvers à l'adresse de M. R. Josephs à Londres.

Payable au comptant à Anvers ou à Lille.

[Facture suit.]

3. Translate:—Fret suivant connaissance et chapeau au capitaine—commissionnaire de roulage—permis de débarquement—emballage et paille—sauf erreur ou omission.

4. Give the French of: Petty expenses—carriage—way-bill—storing—fire insurance—weighing—unloading.

5. Write a letter complaining that some raw silk ordered by Thomson & Co. from Page of Hong-Kong has arrived in such bad condition that it is impossible to use it, and that T must reluctantly return it.

(*N.B.*—This letter should be at least ten lines long.)

FRENCH.—XI.

1. Translate :—

(a.) *Soie.*—Les affaires, en cet article, sont à peu près complètement suspendues ; les fabricants chinois refusent de s'engager sous contrats, par suite de la difficulté qu'offre la nouvelle loi sur les accises."

(b.) *Changes.*—Sur la Hollande, à 6 mois de date, $102\frac{1}{2}\%$. pour traites de banque, et 103% . pour traites particulières.

(c) Pas de débouché pour le disponible.

2. Translate :—"I am sorry to have to inform you that the damages were very serious, as you have seen from the details I gave you in my previous letter. Nearly all the cargo had to be unloaded in order to proceed with the needful repairs.

These are now finished, and the ship is on the point of being reloaded, but to meet these expenses I had to get a bottomry loan at 13% . on ship and cargo."

3. Translate :—

(1.) I shall take proceedings for the recovery of my claim.

(2.) Messrs E. and F. have been adjudicated bankrupts.

(3.) These are very unsafe bills.

(4.) They can only pay 5s. in the £1 down.
 (5.) Their estate is mortgaged.

4. Explain :—Billet à longue échéance—tenue des livres—en entrepôt—credit à découvert—récépissé de livraison.

5. Give the French for :—Colonial produce—to compound with one's creditors—bills in hand—stock on hand—second-hand—carriage free:

FRENCH.—XII.

1. Translate :—“Le bruit avait circulé, au moment de la liquidation, que l'entente était faite entre la Banque d'Espagne, le gouvernement espagnol, et la maison Rothschild, tant sur le renouvellement d'une avance échéant fin décembre 1891, que sur un prêt en or à concéder à la Banque d'Espagne pour renforcer son encaisse métallique et arrêter les progrès de la hausse du change. Ces informations étaient tout au moins prématurées et les négociations entre la maison Rothschild et la Banque d'Espagne sont même interrompues. L'accentuation de la baisse sur la rente extérieure a eu son contre-coup sur les actions et obligations des chemins de fer d'Espagne.”

2. Translate :—

- (1.) We have disposed of the whole lot, but we are not disposed to buy any more.
- (2.) The items in the ledger are quite correct.
- (3.) The shares are not yet fully paid up.
- (4.) We send you enclosed the extract of your current account with us, balanced up to the 31st December.
- (5.) The supply follows the demand.
- (6.) The goods are not up to sample.

3. Translate :—Nous sommes favorisés de v/ lettre en date du 11 ct. nous manifestant l'intention de traiter quelques centaines de balles à livrer dans les numéros 3 et 6 des échantillons Louisiane que nous avons transmis. Depuis notre dernière lettre nos cours ont pris une allure ascendante qui l'on ne devait pas considérer comme si prochaine et qui a eu pour cause d'assez bonnes nouvelles de Liverpool. Il s'y était traité neuf mille balles en un jour à $\frac{1}{2}d$ de hausse, et on ajoutait que suivant toute apparence la hausse ne s'arrêterait pas là.

4. Translate :—“No arrival having taken place since our last quotation the sales made have diminished our stock during the three days just elapsed. We have thought proper in your interests to delay any steps under the present state of affairs.”

GERMAN.—I.

1. Translate :—

- (1.) The issue of the shares will take place at a lower price.
- (2.) Demurrage at £12 per diem.
(Explain "demurrage" and put £12 into marks.)
- (3.) Damage and primage reckoned in.
- (4.) The stock and share list shows higher quotations.
- (5.) We have duly received your telegram of yesterday.
- (6.) Please conclude the bargain as soon as possible.
- (7.) Invoice and bill of lading herewith enclosed.

2. Ludwig Bamberg, Hanover, draws on Julius Vogel, Bautzen, for 750 marks on the 20th of March 1890; to be paid thirty days after date. J. V. accepts it, and agrees to pay it at the German Bank, Berlin.

Draw out this bill in proper form in German.

3. Translate into English :—

"In Bestätigung m/ Zuschrift vom 15 v. M. mit beigeschlossenem Wechsel im Betrage von M. 2545.75, habe ich nunmehr die Ehre, Ihnen noch weitere Wechsel zu übermachen die Sie mir gefälligst gutschreiben wollen."

GERMAN.—II.

1. Translate :—" Da wir neuerlich mehrere Aufträge von Ihrem Agenten in Hamburg, Herrn Roberts, auf Einkauf und Verschiffung verschiedener britischer Manufakturwaren erhalten haben, würde es uns angenehm sein zu erfahren,

welches Übereinkommen zwischen Ihnen und demselben in Bezug auf Provision besteht ; nämlich ob wir, da Sie wie wir vermuten ihm einen Teil derselben einräumen, ihm oder Ihnen einen solchen und welchen verhältnismässigen Teil gutschreiben sollen."

2. Reply from Messrs Shaw to Messrs Kruger that Mr Roberts is to receive half their commission on goods bought by his orders, and hope that Messrs K. will agree to this arrangement.

3. Translate and explain :—

- (1.) Protest mangels Zahlung.
- (2.) Es ist nicht auf Lager.
- (3.) Kreditgesuch gegen Hinterlegung von Wertpapieren.
- (4.) Konto-übertragung.
- (5.) Zurücksendung einer Anweisung. Barvorrat ungenügend.
- (6.) Unsere Activa übersteigen unsere Passiva ganz bedeutend.
- (7.) The bill was payable on the 30th ult.
- (8.) The rate of interest is at 5%.

GERMAN.—III.

1. Translate :—A money-order ; a registered letter ; a letter to be called for ; carriage paid ; a shareholder ; second-hand books ; the exchange is looking up.

2. Translate :—*Roggen* erfreute sich unausgesetzt guter Kauflust ; das anhaltend reichliche, aber keineswegs drängende Angebot verhinderte ein langsames Aufstrebend der Preise nicht. Der Gesamtumsatz war ein beträchtlicher. Der Ausfuhrsverkehr war schwächer. *Hafer* kam spär-

licher zu Markte und wurde höher gehalten. *Malz* fest, bei schwachem Angebot.

3. Translate:—Herrn Anton Wohlfahrt, in Breslau. Bezugnehmend auf Ihnen anbei zugehende Circulare, woraus Sie die bei unserer Firma am 1. Octbr. d. J. eintretenden geschäftlichen Veränderungen ersehen, dürfen wir Sie wohl freundlich bitten, uns Abschluss unserer Rechnung pr. 1 October zustellen zu wollen, sowie auch unser sich ergebendes kleines Guthaben. Mit freund-
schaftlicher Hochachtung. A. T. SCHROETER u. CIE.

4. Answer from Wohlfahrt, showing a balance of M. 240.10 to Schroeter's credit, and requesting further orders.

GERMAN.—IV.

1. Translate:—

- (1) “Das Laden des Schiffes soll auf Kosten des Befrachters in der Weise stattfinden, das letzteres am. 1 Juli d. J. unter Segel gehen und von Bremen absegeln kann, bei Strafe von zwei hundert und vierzig Mark für jeden Tag Aufschub.”
- (2) “Das Entlöschen soll in Cadiz auf Kosten des Befrachters stattfinden, und zwar durch den dortigen Kaufmann Alfonso Rodrigo oder seinen Bevollmächtigten, ein Laufe von zehn Tagen von dem Augenblick angerechnet, wo ihm der Kapitän seine Aukunft angezeigt hat, bei Strafe von zwei hundert und vierzig Mark für jeden Tag Verzug.”

2. Give the German for :—Charter party ; bottomry loan ; bill of exchange with case of need ; 500 tons measurement ; salary ; commission ; your travelling expenses being allowed ; Merchandise Marks Act ; the 21st July 1892.

3. E. Hartmann writes to F. Sandoffsky saying he hoped to pay S.'s bill of M. 13500.50 at the end of the month ; but difficulties have arisen, and he cannot find the necessary cash at present, as his own debtors are in difficulties, owing to a bad harvest, which makes it impossible to realise satisfactory prices for corn. Write on this.

4. Answer from F. Sandoffsky, pointing out that for some time E. H. has not been punctual in his payments, but as he does not wish to injure his credit, he will grant an extension of one month only.

GERMAN.—V.

1. Translate :—

- (1.) He has an account with me.
- (2.) On joint account.
- (3.) Registered 100 A1 at Lloyd's.
- (4.) Freights are now low.
- (5.) Trade is rather dull.
- (6.) The captain had to contract a bottomry loan.
- (7.) Railway rates are too high.
- (8.) An early reply will oblige.
- (9.) Duplicate enclosed.
- (10.) You will please credit us.

2. Translate :—“Unsere Bedingungen im Wechselgeschäft sind die gewöhnlichen, nämlich 1/3 %. Provision, 1% Kourtag, und Ersatz unserer Auslagen für Porto,

Stempel u.s.w. Die Zinsen berechnen wir gegenseitig zu 5 %. jährlich, bemerken Ihnen jedoch, dass, wenn sich beim Abschlusse des Kontokorrents der Zinsensaldo zu Ihren Gunsten ergiebt, wir Ihnen dafür nicht Rechnung halten können, da wir schon Mühe haben, unsere eigenen Gelder umzusetzen."

3. Translate:—We beg to acknowledge receipt of your letter of the 16th inst., containing a rectification of the account sent to us. We have examined the account and find that there is certainly an error in adding up; it should be 3005 instead of 3015; there is thus a difference of 10 M., with which we debit you. On the other hand, the rate of exchange on Hamm ought to have been $\frac{1}{4}$ instead of $\frac{1}{2}$ %, and thus M. 12.20 remain to your credit.

GERMAN.—VI.

1. Translate:—Die Zollgebühren sind zu hoch—Mäklergebühr eingerechnet—die Stimmung ist jetzt etwas besser—worüber anbei Konossement—Nettогew.—der Ton des Marktes neigte sich dem Sinken zu.

2. Translate:—London, the 11th of July, 1892. New York money market report. The market for American rails has become much slack the last few days. The (so-called) "Exhibition" lines are most depressed, especially the Chicago and St Paul. The weekly balance sheet of the New York United Banks shows an increase in the supply of specie and notes by nearly 3 million, and in the surplus of the reserve fund by $1\frac{1}{2}$ million dollars above the legal minimum.

3. Translate:—"Infolge der während der letzten paar Wochen stattgefundenen bedeutenden Gold-Zufuhren war die Bank von England in der Lage, ihren Metallvorrat wieder derart zu ergänzen, dass für sie kein Grund mehr vorlag, ihren mit dem Geldleihwert im offenen Markte mittlerweile sehr in Widerspruch geratenen amtlichen Zinsfuss ferner auf 3 % aufrecht zu erhalten. Kurze Vorschüsse sind zu $\frac{3}{4}$ % angeboten, während der Privatzinsfuss für Dreimonats-Bankwechsel heute mit $1\frac{1}{4}$ bis $1\frac{5}{18}$ verzeichnet wird."

GERMAN.—VII.

1. Translate:—

- (1.) If they should be made bankrupt we by no means intend to be hard on them.
- (2.) It is only a question of giving them time.
- (3.) Our assets far exceed our liabilities.
- (4.) I can discharge the whole of my liabilities.
- (5.) He will give a full statement of his affairs.

2. Translate:—Die Verhältnisse des hiesigen Eisengewerbes haben sich seit meinem letzten Bericht kaum geändert; das Roheisengeschäft steht auf der einen Seite unter dem Druck der hohen Rohstoffpreise, wie Cokes u. Eisenstein, und des Ausfuhrsgeschäftes und der unzulänglichen Beschäftigung der hiesigen Walzwerke, die mit ihren Bestellungen zur Deckung des Bedarfs für das dritte Jahresviertel zurückhalten. Auf den Gruben sind keine Bestände und die Förderung wird knapp gehalten.

3. Translate:—

- (1.) Bis zur Stunde haben wir noch keinen Schiffssreeder finden können.

(2.) Falls Sie hiergegen nichts einzuwenden haben so benachrichtigen Sie uns gefälligst umgehend hiervon.

(3.) Laut der beigeschlossenen Aufstellung betragen die Kosten der Reparatur so wie die weiteren durch das Aulaufen veranlassten Unkosten zusammen 6792 Mark.

4. Translate:—Junior Clerk wanted, aged about 17. Good hand-writing indispensable. Hours eight till seven. Apply personally on Wednesday from 1 to 4; 2 Goethe Street, Berlin, S.E.

GERMAN.—VIII.

1. Translate:—“Ihr Contocorrent ist richtig befunden und der Ihnen nach demselben zukommende Saldo mit M. 124.17 unter dem 1 Jan. vorgetragen. Ihren freundlichen Wünschen zum Jahreswechsel aufrichtig erwidernd zeichne ich ergebenst. C. F.”

2. Translate:—“Gerade in den letzten Tagen hat sich in Salpeter zu rasch steigenden Preisen ein sehr bedeutendes Geschäft entwickelt und zwar sowohl in schwimmenden Ladungen als auch in Lieferungswaare. Für Locowaare wurde am 19. d. Mts. M. 9,65 bis M. 9,70 pro 50 Kg. frei ab Hamburg notirt.”

3. Explain:—Nachfrage—Guthaben—Rohstoffe—Umsatz—Reingewinn—Mahnbrief—Lehrling—Wechsel auf Sicht—ein Wechsel diskontiren—Schutzzoll—Ostsee.

4. Translate:—
 (a.) I am in receipt of your favour of the 30th of last month.

- (b.) Your remittance has duly come to hand.
- (c.) The investment is a good one.
- (d.) There is no endorsement to this bill.
- (e.) Hoping to hear from you by return of post.

5. Translate:—"I regret to have to tell you that the goods invoiced in your favour of the 10th inst. by no means correspond to the samples shown me by your traveller, and therefore I cannot do otherwise than return these goods to you."

GERMAN.—IX.

1. Translate:—"Wir sind unserm Freunde, Herrn F. B., für seine Empfehlung an Ihr wertes Haus sehr verpflichtet; und in Erwiederung Ihres geschätzten Schreibens vom 29 v. M. erlauben wir uns Ihnen mitzuteilen, dass wir von der uns gemachten Konsignation für Rechnung des Herrn Robson, wie auch von Ihren Vorschriften bezüglich der Ablieferung der Güter, so wie des Kredits, den wir diesem Herrn für dieselben zu bewilligen haben, gehörig Kenntnis genommen haben."

2. Translate:—"Wir können Ihnen bereits die glückliche Ankunft unsers besagten Freundes mit den bewussten Gütern melden. In einigen Tagen sollen Sie wieder von uns hören, wo wir Ihnen dann nähere Nachrichten geben zu können hoffen. Die Feuerversicherung werden wir besorgen, so bald die Güter ausgeladen sind.

3. Translate into German:—

- (a.) It would give us much pleasure if this first transaction between us led to a continued

correspondence of mutual advantage, which we for our part will do all we can to promote.

(b.) Our business is not very lively, and both manufactured goods and colonial produce are little in demand. We enclose you a price-list of the latter.

4. Translate :—

- (a.) We have credited you with $5\frac{1}{2}\%$.
- (b.) This endorsement offers no guarantee.
- (c.) We have exchanged the shares for 3% bonds.

5. Translate :—

- (a.) Die Börse hat sich von der Flauheit, die seit einiger Zeit herrschte, erholt.
- (b.) Unverzinsliche Staatspapiere.
- (c.) Hypothekirtes Eigentum.

GERMAN.—X.

1. Translate :—

- (1.) He has sent me patterns which are five per cent. cheaper than yours.
- (2.) This is the finest lace we have in stock.
- (3.) Please wire me on receipt of this as to whether I can rely on your executing the above order, and at what price.
- (4.) Enclosed you will find the invoice for two casks of sugar.

2. Translate :—“ Mein Ergebenes vom 29 v. M. bestätigend, diene ich anbei wieder mit einer kleinen Ordre, und

ersuche um möglichst rasche Ausführung. Herren D. und Cie. beschweren sich dass letzt gelieferte Cambrai Nets geringer als frühere sind, und verlangen eine entsprechende Vergütung. Den Unterschied ersehen Sie aus beifolgenden Abschnitten. A ist die frühere, B. die jetzt gelieferte Ware. Haben Sie die Güte darauf zu sehen, dass solche Fälle sich nicht wiederholen; die Concurrenz lauert ohnedies mit Begier auf unsere Clienten."

3. Give the German for: To wind up (a business)—to work a mine—to undersell—an underwriter—to threaten legal proceedings against anyone—a syndicate—a ring.
4. Write an original letter in German offering raw silk to a manufacturer, saying—

- (1.) You can supply it at very low prices.
- (2.) Enclose samples.
- (3.) You also have some cotton in stock, which you wish to sell at once.
- (4.) You hope for further orders.

GERMAN.—XI.

1. Explain:—Börsenpapiere—Briefporto—Einzelauftrag—Bürge—ein Patent zu lösen.

2. Translate:—

- (1.) The ship has been overdue several days.
- (2.) I will effect insurance and write by the next mail.
- (3.) The mail-train starts at a quarter to four
- (4.) The market is remarkably steady.
- (5.) Please value on us on demand.

3 Translate :—“Als die Waaren schliesslich hier anlangten, hatten sich die hiesigen Marktverhältnisse leider gewaltig geändert. Der Markt war reichlich besorgt, die Preise waren um 10 % gesunken, und dabei war es noch schwer, Käufer zu finden. Daher haben wir es für besser geachtet, einstweilen die Sendung auf Lager zu behalten und eine bessere Gelegenheit abzuwarten bis wir dieselbe an den Mann bringen können.”

4. Translate :—

- (1.) Ihr gefälliges Schreiben vom 12 ds. beeilen wir uns zu erledigen.
- (2.) Sein Brief schweigt durchaus betreffs Sconto und Bedingungen.
- (3.) Belieben Sie sogleich 100 Tonnen Talg laut Probe No. 2 für meine Rechnung zu kaufen.
- (4.) Die Modalitäten sind die gleichen wie früher.
- (5.) Die Lieferung wird unverzüglich stattfinden.

GERMAN.—XII.

1. Translate :—“We find that our account of the 12th April fell due a month ago, without your having sent us any remittance for the amount. We consequently take the liberty of reminding you of it, as the matter has perhaps slipped your memory. Hoping for an early reply, we beg to remain, yours faithfully,—F. & G.”

2. Translate :—“The senior partner will carry on the business as before, and hopes to find a market for the sale of your goods in the best shops of this town. He has also

secured the services of Mr Möller as manager, and the firm will continue to supply only the goods of the first quality."

3. Translate :—

- (1.) Die Verdingung ist auf Freitag in acht Tagen anberaumt.
- (2.) Umgehend schicke ich die Muster zurück.
- (3.) Der einheimische Bedarf ist etwas schwächer.
- (4.) Reis ruhig : Zucker matt.
- (5.) Das Steigen des Rubelpreises verteuert den russischen Flachs.

4. Explain :—Aufstellung—Hülfspersonal—Hemdstoffe
Kassenschrank—Werthpapiere—Wiederaufnahme.

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THE REFLEXIVE VERB

The simple tenses are formed like those of any other verb, with the addition of the Reflexive pronouns: Sing. 1. *mir*, 2. *dich*, 3. *sich*; Pl. 1. *uns*, 2. *sich* or *euch*, 3. *sich*. Compound tenses are formed with *haben*. An example of one simple and one compound tense will suffice.

sich beeilen = to make haste

INDICATIVE

Present		Perfect	
ich beeile mich	wir beeilen uns	ich habe mich beeilt	= I have made haste.
du beeilst dich	Sie beeilen sich		Note the interrogative form—
	ihr beeilt euch	beeile ich mich ?	= do I make haste ?
er beeilt sich	sie beeilen sich	habe ich mich beeilt ?	= have I made haste ?
	I make haste, etc.		

IMPERSONAL VERBS

These consist only of the 3d person sing. neuter. You should note carefully those which are personal in English but impersonal in German (as, I succeed = *es* gelingt mir), and what cases they govern. Most impersonal verbs are impersonal in both languages, especially those about the weather.

e.g. Present

<i>es regnet</i> = it rains	<i>es blitzt</i> = it lightens
<i>es schneit</i> = it snows	<i>es friert</i> = it freezes
<i>es hagelt</i> = it hails	<i>es thaut</i> = it thaws
<i>es donnert</i> = it thunders	<i>es tagt</i> = it dawns

All these are conjugated with *haben*, e.g. it has snowed = *es hat geschneit*.

Note specially also—

Pres. *es giebt* = *il y a* = there is, or there are

Imperf. *es gab* = there were

Perf. *es hat gegeben* = there has been

Cond. *es würde gegeben haben*, or *es gäbe* = there would have been, etc. etc.

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The girl stands. The boys love the mother. The dog runs. The master teaches the boy. The girl sings. The queen praises the boy. Nauta stat. Puer canit. Puer Julianam amat. Julia currit.

II. Point out the Subject, Object, and Predicate in each of the following, writing the proper letters over each word—

The queen loves the boy. The boy fears the dog. The slave loves the girl. Puella servum timet. Servus canem terret. Homo reginam amat.

III. Translate into English—

1. Servus stat. 2. Servus cānem tīmet. 3. Hōmo currit. 4. Cānis hōmīnem terret. 5. Puella cānem āmat. 6. Aqua currit. 7. Puer puellam dōcet. 8. Māgister servum dōcet. 9. Servus nautam vīdet. 10. Cānis puellam terret. 11. Hōmo servum vīdet. 12. Puella cānit. 13. Pāter matrem āmat. 14. Māter filium dōcet. 15. Nauta pugnat.

IV. Translate into Latin—

1. The slave runs. 2. The queen sees the slave. 3. The girl sees the sailor. 4. The man stands. 5. The water runs. 6. The boy sings. 7. The girl sees the water. 8. Caesar rules the land.

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est. Helvetii nostrorum impetus diutius sustinere non poterant. alteri in montem se receperunt: alteri ad impedimenta et carros suos se contulerunt. ab hora septima ad vesperum pugnatum est, nec hoc toto proelio aversum hostem videre quisquam potuit.

297. Dum vires annique sinunt, tolerate labores :
jam veniet tacito curva senecta pede.

298. Darius in fuga, cum aquam turbidam et caderibus inquinatam bibisset, negavit unquam se bibisse jucundius. nunquam videlicet sitiens biberat.

299. Quid magis est durum saxo, quid mollius unda ?
dura tamen molli saxa cavantur aqua.

300. Catilina a Cicerone consule urbe expulsus est, et socii ejus deprehensi in carcere strangulati sunt.

301. Tempori cedere, id est necessitati parere, semper sapientis est habitum.

302. Fame coacta vulpes alta in vinea
uvam appetebat, summis saliens viribus :
quam tangere ut non potuit, discedens ait :
nondum matura est, nolo acerbam sumere.

303. Seneca haec ad amicum scripsit: Ante senectutem curavi, ut bene viverem ; in senectute curo, ut bene e vita decedam.

304. Si Alexander, qui tot gentes armis devicit, etiam animi sui cupiditates vicisset, diutius haud dubie et majore cum gloria vixisset.

305. Praeceptores erudiunt pueros, servi dominis serviunt, cives legibus obediunt.

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TITUS.

321. Titus amor ac deliciae generis humani appellatus est. admonentibus domesticis, quia plura polliceretur, quam praestare posset, non oportere, ait, quemquam a sermone principis tristem discedere. atque etiam recordatus quondam super coenam, quod nihil cuiquam toto die praestitisset, memorabilem illam meritoque laudatam vocem edidit : Amici, diem perdidit !

THE LIMITS OF PLAY.

322. Lusus pueris proderunt ; quia pueri post lusus plus virium et acriorem animum afferunt ad discendum. modus tamen sit remissionibus ; ne aut negatae odium studiorum faciant, aut nimiae otii consuetudinem afferant.

323.

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Quin etiam veterum effigies ex ordine avorum antiqua e cedro, Italusque paterque Sabinus vitisator, curvam servans sub imagine falcem, Saturnusque senex Janique bifrontis imago vestibulo adstabant, aliqui ab origine reges, martiaque ob patriam pugnando vulnera passi ; multaque praeterea sacris in postibus arma, captivi pendent currus curvaeque secures, et cristae capitum et portarum ingentia claustra, spiculaque clipeique ereptaque rostra carinis.

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324. Eleus Hippias, cum Olympiam venisset, gloriatus est, cuncta paene audiente Graecia, nihil esse ulla in arte rerum omnium, quod ipse nesciret ; nec solum has artes, quibus liberales doctrinae atque ingenuae continentur, geometriam, musicam, litterarum cognitionem et poëtarum, atque illa, quae de naturis rerum, quae de hominum moribus, quae de rebuspublicis dicerentur : sed anulum, quem haberet, pallium, quo amictus, soccos, quibus indutus esset, se sua manu confecisse.

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Populus Atheniensis Phocionem patriā pepulit. **NEP.**

The Athenian people drove Phocion from his country.

The Ablative of Origin is used with Verbs, chiefly Participles, implying descent or origin:

Tantalo prognatus, Pelope natus.

Descended from Tantalus, son of Pelops.

18.

1. The death of Hannibal freed the Romans from fear.
2. No one is free from blame.
3. We are in need of brave soldiers.
4. They stripped the town of defenders.
5. The Helvetii did not abstain from wrong.
6. Caesar calls the soldiers away from the battle.
7. The praetors kept the crowd from the forum.
8. Tarquin, the last king of the Romans, was expelled from the city.
9. The murderers abandoned their attempt.
10. Hippocrates was descended from a Syracusan family.
11. Caesar cut off the enemy from their supplies.
12. He was descended from Hercules.
13. I will relieve you of this load.
14. Love of virtue ought to restrain us from wrong.
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8. Leave nothing undone¹ to avenge your brother.
9. It was² all through you that I did not defeat the enemy.
10. We shall not prevent them doing that.

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15. Clauses containing **Indirect Questions** have a verb in the conjunctive, and are joined by interrogative pronouns or conjunctions with the principal verb:

Quæsivit cur haec fecisset.
He inquired why I had done this.

Rogaverunt quando futurum esset ut pons conficeretur.
They asked when the bridge would be finished.

NOTE 1.—The principal verb need not be of an interrogative character:

Moneo quid faciendum sit.
I warn you what you ought to do.

NOTE 2.—The conjunctions *if*, *whether*, must never be translated by *si*, *sive*, but by *-ne*, *num*, *nonne*:

Dic mihi num valeat.
Tell me if he is well.

NOTE 3.—For a future conjunctive passive the periphrastic forms *futurum sit*, *fuerit*, *esset* (followed by *ut* and conjunctive) must be used.

NOTE 4.—*Nescio quis*, *nescio quomodo* (*some one*, *somehow*) are treated as simple expressions and do not take the conjunctive:

Nescio quis venit.
Some one came.

¹ *Prætermitto.*

² *Sto.*

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46 *Notanda Quaedam.*

4. Caius swore that he would never do anything that was unworthy of a Roman citizen.
5. The river was so rapid that the army could not cross without great danger.
6. The boy asked me whether the old man had lived all his life at Gades.
7. He advised us to be mindful of the shortness of life.
8. He has been made heir to the whole estate.
9. I hope the poor citizens will be spared.
10. You are weak compared to him.

LXVIII.

1. The Senate was nearly all on the side of Hannibal.
2. The dictator swore that if no one followed he would die alone for his country.
3. He ordered the centurion not to kill the prisoners.
4. Who is there that does not love the old generals of Rome?
5. He gave the soldiers two pounds of corn apiece.

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ēquītātus,	-ūs,	cavalry.
pēdītātus,	-ūs,	infantry.
mānus,	-ūs,	band.
trīpertīto,		in three divisions.
quam māxīmus,	-i -ae -i,	as great as possible.
hābeo,	(2),	hold (levy).
convēnio,	-vēni -ventum,	assemble.
conscrībo,	-psi -ptum,	enrol.
compāro,	(1),	raise.
cōgo,	coēgi, coactum,	collect, compel.

39. [xxxvi.] War (Service).

stipendīum,	-ii,	pay, service, tribute.
missiō,	-ōnis,	discharge.
millītia,	-ae,	warfare, military service.
sacrāmentum,	-i,	oath.
tīro,	-ōnis,	recruit.
vētērānus,	-i,	veteran.
īmmūnītās,	-ātis,	exemption.
ēmērītī,	-ōrum	soldiers who have served their time.
vexillārii,	-ōrum,	reserve forces.
in verba jūro,	(1),	swear (according to a formulary).
mēreor,	-ītus,	serve, deserve.
millītō,	(1),	serve (as a soldier).

40. [xxxvii.] War (Camp).

tābernācūlum,	-i,	tent.
prætōriūm,	-ii,	general's tent.
porta dēcūmāna,	-ae -ae,	main gate of camp.
castra hiberna,	-ōrum,	winter camp.
castra aestīva,	-ōrum,	summer camp.
castra stātīva,	-ōrum,	stationary camp.
āpertus,	-i -ae -i,	open, unprotected.

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2. What is the difference in meaning between the singular and plural of—comitium, littera, ludus, tabula?

3. Translate—what does it matter to me? accused of embezzlement; a house of marble; the day after the battle; after the rising of the sun; do not lie; more than three months; to Naples; lighter than gold; at least; at length.

4. Explain the forms—quī, sultis, viden, servit.

5. Translate and comment on—(1) *Opus est properato.* (2) *Parcite procedere.* (3) *Non recusavit quominus poenam subiret.* (4) *Nullum intermisi diem quin scriberem.*

6. Turn into *oratio recta*—(1) *Dixit eum si hoc diceret, errare.* (2) *Dixit eum si hoc diceret, erraturum esse.* (3) *Dixit eum si hoc dixisset, erraturum fuisse.*

7. Explain the figures in—(1) *Pateris libamus et auro.* (2) *Insaniens sapientia.* (3) *Superbos Tarquini fasces.* (4) *Scuta latentia condunt.* (5) *Dulce loquens Lalage.*

8. Give the constructions with—polliceor, impero, refert, vereor, quum, nē. Distinguish between the transitive and intransitive uses of—fugio, consulo, convenio.

9. What do you mean by—cardinal numbers, consecutive clause, co-ordinate sentence, diaeresis, enclitics, labials?

10. What English words are derived from—templum, metior, sidus, dexter, ambo? What were the original names of the months *Julius* and *Augustus*?

11. Give an example of *coepi* in passive construction.

12. Translate—I know no one to trust. Do not prevent me from going. Do you know how many years Caesar lived? Who has seen the Pyramids without wondering at them? We are permitted to do this.

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Stems in *o* pure

Stem		Masc. φίλο	Fem. φίλια	Neut. φίλιο
Singular	<i>N.</i>	φίλος	φίλια	φίλιον
	<i>V.</i>	φίλε	φίλιᾶ	φίλιον
	<i>A.</i>	φίλιον	φίλιᾶν	φίλιον
	<i>G.</i>	φίλιον	φίλιᾶς	φίλιον
	<i>D.</i>	φίλιψ	φίλιψ	φίλιψ
Dual	<i>N. V.A.</i>	φίλιω	φίλιω	φίλιω
	<i>G.D.</i>	φίλιοι	φίλιοιν	φίλιοιν
Plural	<i>N.V.</i>	φίλιοι	φίλιαι	φίλια
	<i>A.</i>	φίλιοιν	φίλιας	φίλια
	<i>G.</i>	φίλιων	φίλιων	φίλιων
	<i>D.</i>	φίλιοις	φίλιαις	φίλιοις

Decline also: δίκαιος, *just*; ὁσιος, *holy*.

Contracted Adjectives

Stem		Masc. χρυσεο	Fem. χρυσεα	Neut. χρυσεο
Singular	<i>N.</i>	χρῦσονς	χρῦσῃ	χρῦσονν
	<i>V.</i>	χρῦσονς	χρῦσῃ	χρῦσονν
	<i>A.</i>	χρῦσονν	χρῦσῆν	χρῦσονν
	<i>G.</i>	χρῦσον	χρῦσῆς	χρῦσον
	<i>D.</i>	χρῦσῷ	χρῦσῃ	χρῦσῷ
Dual	<i>N.V.A.</i>	χρῦσώ	χρῦσώ	χρῦσώ
	<i>G.D.</i>	χρῦσοιν	χρῦσοιν	χρῦσοιν
Plural	<i>N.V.</i>	χρῦσοι	χρῦσαι	χρῦσᾶ
	<i>A.</i>	χρῦσοις	χρῦσᾶς	χρῦσᾶ
	<i>G.</i>	χρῦσῶν	χρῦσῶν	χρῦσῶν
	<i>D.</i>	χρῦσοῖς	χρῦσαις	χρῦσοῖς

Decline also: ἀπλοῦς, *simple*; ἀργυροῦς, *of silver*.

Note 1.—Adjectives in *-oys pure* (like ἀργυροῦς) keep the *α* all through the Feminine Singular.

Note 2.—The methods of contraction should be carefully noted (cf. p. 5).

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53 ἀγαθῶν] [R. 113.]

54 ἀντελάβετο] lit. 'took by the hand,' i.e. 'helped.' [R. 112.]

55 καθὼς...ἡμῶν] These words form a parenthesis; 'that He might remember mercy (even as *He spake unto our fathers*) toward Abraham and his seed for ever.'

αιῶνα] Cf. § 121. 46.

48. 1 ἐγένετο...ἐξῆλθεν] *ἐγένετο* is a translation of a Hebrew formula of transition; the verb which follows is sometimes connected with *καὶ*, sometimes, as here, has no connecting particle.

ἐν ταῖς ἡμέραις ἐκείναις] i.e. at the time of or shortly after the Annunciation.

ἀπογράφεσθαι] Either passive, 'should be enrolled,' or middle, 'should enrol themselves.' The *ἀπογραφή* was a registration, generally for purposes of taxation. Every Roman subject was liable to a capitation tax.πᾶσαν τὴν οἰκουμένην] sc. *γῆν*, 'all the habitable world,' i.e. the Roman Empire.

2 αὐτη...Κυρηνίου] 'this was the first enrolment made,' lit. 'this enrolment took place as the first.' Quirinius was Governor of Syria in A.D. 6, ten years after this time. St. Luke has therefore been charged with a grave error in assigning the enrolment to Quirinius. It is probable however that Quirinius was twice governor of Syria, once in B.C. 4, when he began the census, and once in A.D. 6, when he carried it to completion.

τῆς Συρίας] [R. 95.]

3 ἀπογράφεσθαι] Infinitive of purpose.

4 Βηθλεέμ] 'the house of bread.' Joseph might have got himself registered at Nazareth, but the Jewish practice seems to have been to go to one's native town. The birth of Christ

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5. Translate and comment on—(1) ἀκούσας δὲ αὐτῶν τρυζόντων...τῶν οἰκιῶν ὑμῶν ἐπιπριαμένων. (2) οὐκ ἀνέξομαι ζῶσα. (3) οὐ σοι μὴ μεθέψομαί ποτε. (4) οὐδεὶς ἄξιος ἀν δν θανάτου. (5) γραφὴν ἐδίωκε. (6) ἀμειβειν χρύσεα χαλκείων. (7) πυραμὶς μείζων πατρός. (8) ο μάντις τὸν λόγον ψευδεῖς λέγει.

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8. Is there any connection or similarity between the case-endings of Latin and Greek?

9. Translate—

1. He sent for his wife and her son.
2. Do not go away till I come.
3. Surely you do not say so?

LXVIII.

1. Give the Genitive and Gender of—γάλα—ἐλπὶς—ἀνθος—πίναξ—κράτος—σάρξ—φέγγος—χρώς—γενειάς—χελιδών.

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j'irai tu iras il ira nous irons vous irez ils iront	j'irais tu irais il irait nous irions vous irez ils iraient	que j'aille que tu ailles qu'il aille que nous allions que vous ailliez qu'ils aillent	que j'allasse que tu allasses qu'il allât que nous allassions que vous allassiez qu'ils allassent	va allons allez
je m'en irai tu t'en iras il s'en ira [irons] nous nous en vous vous en irez ils s'en iront	je m'en irais tu t'en irais il s'en irait n. n. en irions v. v. en irez ils s'en iraient	que je m'en aille que tu t'en ailles qu'il s'en aille que n. n. en allions que v. v. en ailliez qu'ils s'en aillent	que je m'en allasse que tu t'en allasses qu'il s'en allât que n. n. en allassions que v. v. en allassiez qu'ils s'en allassent	va-t'en allons-nous-en allez-vous-en
je battraï	je battrai	que je batte	que je battisse	battre battons battez
je boirai tu boiras il boira nous boirons vous boirez ils boiront	je boirais tu boirais il boirait nous boirions vous boiriez ils boiraient	que je boive que tu boives qu'il boive que nous buvions que vous buviez qu'ils boivent	que je busse que tu busses qu'il bût que nous bussions que vous bussiez qu'ils bussent	bois buvons buvez
je connaîtrai tu connaîtras il connaîtra nous connaîtrons vous connaîtrez ils connaîtront	je connaîtrai tu connaîtrai il connaîtrait n. connaîtrions vous connaîtriez ils connaîtraient	que je connaisse que tu connaisse qu'il connaisse que n. connaît que vous connaîtiez qu'ils connaissent	que je connusse que tu connusses qu'il connaît que n. connaît que vous connaîtiez qu'ils connaissent	connais connaîsons connaîsez
je courrai	je courrai	que je courre	que je courrassse	courre courrons courrez
je croirai	je croirai	que je croie que tu croies qu'il croie que nous croyions que vous croyiez qu'ils croient	que je croisse	crois croyons croyez

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LXXXIII.

1. Compare—bon, mauvais, petit ; and give the adverbs derived from these words. Translate—my best book is here ; I am much better.

2. Distinguish—Il me rit au nez, il rit de mon nez ; excellent, excellant ; différent, différent ; le cours, la cour ; le tour, la tour ; vers, vert, le ver ; faire grâce, faire une grâce ; un écrivain malheureux, un malheureux écrivain.

3. What is the place of the adverb in a French sentence ? Translate—I have slept well.

4. Give the masculine of—actrice, hôtesse, institutrice, bergère, jumelle, vache, de laquelle, joyeuse, grasses, sotte, citoyenne ; and the plural of—joujou, nez, chacal, sous-officier.

5. What tenses are formed from the present participle ? Give examples, and any exceptions you know.

6. Translate—

1. I have passed you the salt.

2. Have you left the door open ?

3. I have given your father the book I promised him.

4. Who is there ? It is he.

5. I will give it him if you like.

7. Write the infinitive of—mis, sert, envoient, dû, fait, vu, ouvert.

8. Derive—agneau, algu, ajouter, fine, arriver.

9. Why should the first person plural of *gémir* end in -sons, and that of *sentir* in -ons ? What was the old form of *il aime* ?

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